

COST FOR STORING 1 FILE CABINET OF RECORDS FOR 10 YEARS IN THE
RECORDS CENTER

(Computed on the basis of a 10 year amortization period
for the Building and Shelving Costs)

Shelving: 1 cab. = 8 cu.ft. Prorated shelving cost \$7.80
Present Building (40 cu.ft.)

$\frac{47.75}{60} = .79 \text{ per ft.}$

New Addition (60 M cu.ft.)
 $\frac{66.00}{60} = \$1.10 \text{ per ft.}$

Prorated cost:

$(.79 \times .4) + (1.10 \times .6) = \$.976 \text{ per ft.}$
 $8 \times \$.976 = \7.80

Box Cost:

11¢ ea. X 8 = \$.88 .88

Building Cost: *(10 YEAR AMORTIZATION)*

(Present) $\frac{245,675}{40,000} = \frac{\$6.15}{10 \text{ yr}} = \$.615 \text{ per yr.}$ 25.10

(Addition) $\frac{382,229}{60,000} = \frac{\$6.38}{10 \text{ y}} = \$.638 \text{ per yr.}$

Prorated Cost:

$.615 \times .4 = .246$
 $.638 \times .6 = .383$
 $\underline{\hspace{1cm}} .629$

.5 sq. ft. for each cu. ft.

.5 X 8 (per cab.) = 4 ft. X .629 X 10 yr = \$25.10

Total

\$33.78

Personnel Service Cost for Storage of one cabinet of
records in the Records Center for 10 years

\$44.00

$\frac{\$55,000}{100,000 \text{ cu. ft.}} \text{ annual Salary} = \$.55 \text{ per ft.}$

10 yr X \$.55 = \$5.50 per ft. per 10 yr
8 cu. ft. per cab. X \$5.50 = \$44.00

*All material attached
superseded by 29 April 1959
estimate*

5/6/59

OK

Records Mgmt 9-5

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800330006-0

CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	<div>2119 Curie Hall</div>		
2			
3			
4	Copy to: <div></div>		
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

Walter:

In response to your request of last week, there is attached information on relative cost of keeping a piece of paper in the office and in records center storage space.

FOLD HERE TO RETURN TO SENDER

<div></div>	ADDRESS AND PHONE NO.	DATE
	1607 Quarters Eye	5/5/59

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